G Managing and Entering Vendor Invoices

2016 - Summer Edition

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Common Questions and Concerns

Can the Manage Vendor Invoices screen be used to reconcile A/P to the General Ledger?

Best Practices

Overview

The Manage Vendor Invoice tool allows users to access, manage, create, edit, and delete vendor invoices. The grid can be customized to include the check number, and can then be used to see all outstanding invoices, or to see what invoices were paid with a particular check. It is also the tool used to enter new invoices.

Use Case(s)

- Enter an Invoice into the system
- Determine the check that paid an invoice

Accessing the Tool

To access the Manage Vendor Invoices Screen:

- 1) Click on Accounts Payable
- 2) Then, click Manage Vendor Invoices



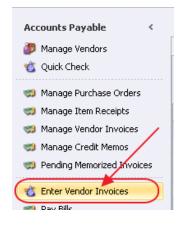
Standard Invoice Entry

To enter an invoice into the system:

Click the New icon on the Manage Vendor Screen.

Accounts Payable	<	💀 Dev	ices	👌 Mar	nage Employ	/ees	🧒 Categor	ies	🧒 Departi	ments
涉 Manage Vendors		Home								
🐞 Quick Check				×	×	B	8		(?)	Search
🥩 Manage Purchase Orders		New	Edit	Delete	Export	Refresh	Clear Filter	Active	Help	
🥩 Manage Item Receipts	/	Batch Da	te 🔻 💌	Invoice	Date 💌	Vendor	Invoice	Number	Check F	Printed Da
🐲 Manage Vendor Invoices 🖊	·	08/1	2/2016	08	3/12/2016	Allied E	le 23565	454		
🥽 Manage Credit Memos		08	/11/2016		08/11/2016	Brook Ho	oll 1789			

Or, select Enter Vendor Invoices directly from the user menu.



The Lookup Value screen will appear to assist with locating a specific batch, amount, or other filter as specified, or to begin a new batch.

To begin a new batch, click the **Quick Add** button, or to add an invoice to an existing batch, select the batch from the list by double-clicking on it.

🖳 Lookup Value					53 [
Search:	🖉 🖉 QI	iick Add			
Batch Control Number	Transaction Date 🔹	Amount	Posted	Posted Date	
AP01312	08/15/2016				-
AP01311	08/15/2016				=
AP01310	08/15/2016				
AP01309	08/12/2016	\$350.00			
AP01302	08/11/2016	\$50.00			
AP01301	08/11/2016				
AP01300	08/11/2016				
AP01306	08/11/2016				
AP01298	08/03/2016				
AP01294	07/29/2016				
AP01287	07/28/2016				
AP01290	07/28/2016				
AP01285	07/26/2016				
AP01284	07/26/2016				
AP01280	07/18/2016				
AP01279	07/18/2016	\$1,000.00			
AP01278	07/15/2016				
AP01277	07/14/2016	\$0.00			
AP01253	06/07/2016				

The Vendor Invoice Wizard screen will load.

The **Vendor Invoice Batch** number will load (based on either the batch selected, or based on the auto-generated number for the new batch. The **Batch Date** will default to today's date for new batches, and will have already been assigned to previous batches. This is the date the batch will post to the General Ledger. Click **Next** to proceed.

🖳 Vendor Invoice Wizard	B	23
Vendor Invoice Wizard		
Step 1: Select Vendor Invoice Batch		
AP01315 Q 1		
Step 2: Select Batch Date		
8/15/2016		
3		
Cancel Back	Next	

For existing batches with already existing invoices, invoices will be displayed in the grid.

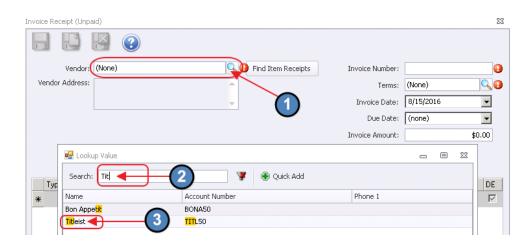
To add a new Invoice to the batch, click the green plus button.

🖳 Vendor Invoice Wizard	B	23					
Vendor Invoice Wizard							
Step 2: Add New Vendor Invoices							
Invoice Number Vendor Invoice Date Amount Due							
	ſ	۲					
Cancel Memorized Import M/D Import Flat Back	jinish						

Vendor:	(None)		(🔍 🚺 Find I	tem Receipts		Invoice Nu	mber:			
Vendor Address:				•			Т	erms:	(None)		Q
				-			Invoice	Date:	8/15/20	016	•
							Due	Date:	(none)		•
							Invoice Am	iount:			\$0.00
	Create Mer	norized Invoice							🔲 On H		
On Every		day of the	e month until	8/15/201	6 💌				Prep.	aid	
Type Nam	e		Description			Δ	Quantity	Amo	ount	Total	C
Contact: Contact Phone:	(None)			Memo:					Total:		\$0.
	(None)			Memo:				•	Total:		\$0.
Contact Phone:	(None)		je	Memo:					Total:		\$0.
Contact Phone: Attachments	(None)]0	Memo:					Total:		\$0.
Contact Phone: Attachments	File Path]¢	Memo:					Total:		\$0.

Invoice Receipt (Unpaid) screen will display.

Select the **Vendor**. Start typing the name of the vendor or click on the Lookup icon to launch the Lookup screen. Once Vendor appears in the list, select the Vendor to populate the Vendor field by double-clicking on it.



Using an Item Receipt

Once Vendor is selected, the Open Receipts screen for the selected Vendor will appear.

To create an invoice using Open Item Receipts, click to select the Item receipts(s) that apply. Then, click, **Select**.

Select All Unselect All	▼ 5		Total		
Item Receipt Date	08/11/2016 I	lef P-147		Memo ,100.00	
	08/11/2016 I			\$192.15	
*	12/11/2015 I			\$12.50	
	07/31/2015	N 72		\$0.00	
(1)	10/27/2014			\$0.00	
$\mathbf{\vee}$	08/29/2014 I	R-57		\$46.00	
	07/23/2014 I			\$700.00	
	01/21/2014 I			\$168.00	
	01/17/2014 I		\$2	,040.00	
	01/17/2014 I	R-38	\$2	,600.00	
	01/17/2014 I	R-34		\$413.43	
	08/19/2013 I	R-33	:	\$100.00	
			2		

Complete Invoice Receipt screen by populating the Invoice Number, Amount, and any additional items as needed. Click, **Save and Close** when complete to return to the Vendor Invoice Wizard screen.

	voice Receip		3				23
3	Vendor Ad	Chicago,		Find Item Receipts		Date: 9/14/2	016 • \$192.15
	Туре	Name	Description	,	△ Quantity	Amount	Total DE
Ī	🖉 Item	titleist putter	100012601	: titleist putter		1 \$192.1	5\$192.15
	*						

The batch can be left open to add to later or it can be posted. To leave the batch open, click, **Cancel**.

Vendor Invoice Wizard						
itep 2: Add New V						
				_		
Invoice Number 145	Vendor Titleist	Invoice Date 8/15/2016	Amount Due	_		
145	TICIEISC	6/15/2016	\$192.15			
				ſ	æ	
				6		
	1					
					-	
Cancel	Memorized Impo	rt M/D Import Flat	Back	Einish		

To Post the batch, click **Finish**.

	Vend	or Invoice Wizard		
itep 2: Add New Ve	endor Invoices			
Invoice Number	Vendor	Invoice Date	Amount Due	
145	Titleist	8/15/2016	\$192.15	_
		~		
Cancel	Memorized Impo	rt M/D Import Flat	Back F	nish

The Post Batch Preview screen will appear. Review the batch, and when ready, click **Post Batch**.

💖 Post Batch Preview						•	
Edit Batch Notes	Batch Expand All Audit Log						
≪ ≪ 1 of 1	🕞 🕅 🖉 📀 👘 🗐 🕻	🗋 尾 - 🕴 100%	-	Find Ne	oxt		
Clubsoft Acceptanc	e Server						
Vendor Invoice Batch F	Posting Summary				. 10		
Batch Control Number: I	Preview Only	clu	ıb⊜s	sent	ial		
Activity Date: 8/15/201	6	0.10	0000	50111	iai		
		PREVIEW ONLY					
G/L Posting							
Account			Debit	Credit			
⊞ 135-00-12 Inventory			\$192.15	\$0.00			
	F		\$0.00	\$192.15			
Posting Total		-	\$192.15	\$192.15			
Vendor Invoice De	tails						
Vendor #	Vendor Name	Invoice #	Invoice Date	Due Date	Amount To Pay		
TITL50 TI	Titleist	145	8/15/2016	9/14/2016	\$192.15		
				Tota	al: \$192.15		
Notes							
8/15/2016 10:14 AM		Page 1/1					

Without Using an Item Receipt

To create an invoice without using an Item Receipt, leave all item receipts unchecked. Then, click **Cancel**.

arch:	¥ (🚯 Quick Add		
Select All 🔲 Unselect All				
Item Receipt Date	•	Ref	Total	Memo
	08/11/2016	IR-147	\$1,100.0	00
	08/11/2016	IR-145	\$192.	15
	12/11/2015	IR-79	\$12.	50
	07/31/2015		\$0.0	00
	10/27/2014		\$0.0	00
	08/29/2014	IR-57	\$46.1	00
	07/23/2014	IR-55	\$700.0	00
	01/21/2014	IR-43	\$168.0	00
	01/17/2014	IR-39	\$2,040.0	00
	01/17/2014	IR-38	\$2,600.0	00
	01/17/2014	IR-34	\$413.4	43
	08/19/2013	IR-33	\$100.0	00
				\mathbf{X}

Next, complete the Invoice Receipt screen beginning with the Invoice Header info including the Invoice Number and Invoice Amount. Then, create a line on the invoice to apply the invoice amount to the appropriate General Ledger account(s). To create a line, click on the drop-down in the Type column, and then select Account.

Invoice Receipt (Unpa	aid)		\$3
	X (2)		
Vendor:	Titleist 🔍 Fit	nd Item Receipts Invoice Number:	123456A
Vendor Address:	PO Box 88112 Chicago, 60695-1112	Terms	NET30
	Chicago, 60695-1112	Invoice Date:	8/15/2016
		Due Date:	9/14/2016 💌
		Invoice Amount:	\$300.00
	Create Memorized Invoice		On Hold
On Every	day of the month until 8/15/	2016	Prepaid
Type Nam	e Description	△ Quantity Ar	nount Total DE
litem Account Comment Member	1		<u>고</u>
Contact:	Thomas Van Hook Merr	10:	Total: \$0.00

Populate the Number or Name of the G/L account to apply the invoice amount. More than one account line may be added if necessary, and amount on each line may be adjusted accordingly.

Туре	Name	Description	🛆 Qua	ntity	Amount	Tota	I	DE
Accou	750-80-12 Miscellaneous Exper	titleist (1)		1	\$300.00		\$300.00	
ŧ								V
_								
	🚽 Lookup Value				0		23	
	Search:	🐺 🌐 Quick Add						
N	Jame	Department Name						
7	'45-50-12 Lighting	Clubhouse						
7	'48-80-12 Member Functions	Golf Shop						
7	'49-40-12 Membership Promo	Admin						
7	'50-40-12 Miscellaneous Expense	Admin						
7	'50-50-12 Miscellaneous Expense	Clubhouse						
7	'50-60-12 Miscellaneous Expense	Golf Course Maintenance 🛛 🦯	`					
0	50-80-12 Miscellaneous Expense	Golf Shop 🔶 👘	2)				BI	00.00
7	'50-90-12 Miscellaneous Expense	Food						

To enter an additional Comment that will show in the G/L, add an additional line(s) to the invoice by selecting the appropriate **Comment** designation.

	Туре	Name	Description	Δ	Quantity	Amount	Total	DE
	Accou	750-80 Miscellaneous Expense	Titleist		1	\$300.00	\$300.00	
►	Acc 💌				1	\$0.00	\$0.00	
Item Acco								$\overline{\mathbb{M}}$
Com Merr	ment							

When complete, click **Save and Close**.

Invoice Receipt (Unp	aid)					23
Vendor:	Titleist		Find Item Receipts	Invoice Number:	123456A	
Vendor Address:	: PO Box 88112 Chicago, 60695-1112		Terms:	NET30		
		-		Invoice Date:	8/15/2016	•
				Due Date:	9/14/2016	•
				Invoice Amount:		\$300.00
	Create Memorized Invoid	:e			🔲 On Hold	
On Every	🚽 day of	the month until 8	/15/2016 📃 💌		🔲 Prepaid	
Type Nam	e	Description		🛆 Quantity 🛛 Arr	nount Total	DE
Accou 750	-80 Miscellaneous Expense	Titleist		1	\$300.00	\$300.00 🗖

Entering a Reciprocal Charge

The reciprocal charge feature enables a user to enter an invoice for a reciprocal club and create the charge for the member at the same time. Once the invoice batch is posted, the system will create a charge batch under Approve Charge Batches in Membership, which can be posted to charge the member's account.

Note: Once the Vendor Invoice Batch is posted and the membership batch is created, there is no longer a connection between the two batches. Changes to the membership batch will not affect Accounts Payable. Any service fees charged to the members for processing reciprocal charges would be done through the Membership module as a separate Member Charge.

To Create a Reciprocal Charge:

Access the Invoice Receipt screen (The invoice entry screen) – follow instructions for Standard Invoice Entry. Complete the heading of the Invoice Receipt Screen.

Invoice Receipt (Unpa	sid)				23
Vendor:	Brook Hollow Golf Club Gind Item Receipts	Invoice Numbe	er: 5012		
Vendor Address:	8301 Harry Hines Blvd. Dallas, MN 75235-	Term	is: NET30		۹.
		Invoice Dat	e: 8/15/201	6	•
		Due Dat	e: 9/14/201	6	•
	_	Invoice Amour	nt:	\$153.	85
	Create Memorized Invoice		🔲 On Ho	d	_
On Every	day of the month until 8/15/2016		🔲 Prepai	Ч	
Type Name	e Description	△ Quantity /	Amount	Total	DE
Ме 🔻 -		1	\$0.00	\$0.00	
Item Account					
Comment Member	2				

Under Type option, select, Member.

Then, in the name section, select the member to be charged. Use the lookup feature for assistance. Once Member is located, double-click to select and populate the **Name** field.

	On E	Every 📃 💌	day of the month until 8/15/2016	Prepaid
	Туре	Name		Quantity Amount Total
Þ	Memb	(None)	Q (1)	1 \$0.00 \$0.
*				
		Lookup Value		- • X
	9	Search: duan ┥	2 *	
	ID)	▲ Full Name	Member Groups
			18 Duane Clancy	All Primary Members, Reporting Group
			1159 Duane Pearson 🔫	-(3) Reporting Group

The **Description** will default to Vendor Name. This will display on the member statement, and can be adjusted if necessary. Leave **Quantity** at the Default. Enter the **Amount** of the Charge, and click, **Save and Close**.

Invoice Receipt (Unpaid)		23
Vendor: Brook Hollow Golf Club Find Item Receipts	Invoice Number:	5012
Vendor Address: 8301 Harry (2)rd.	Terms:	NET30
	Invoice Date:	8/15/2016
	Due Date:	9/14/2016
	Invoice Amount:	\$153.85
Create Memorized Invoice		🔲 On Hold
On Every day of the month until 8/15/2016		Prepaid
Type Name Description	🛆 Quantity 🛛 Amo	ount Total DE
Memb [84D] Pearson, Duane Brook Hollow Golf Club	1	\$153.85 \$153.85
*		
	(1)	
	$\mathbf{\overline{v}}$	
		Total: \$153.85

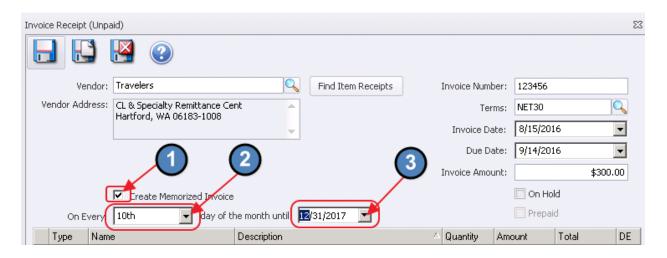
Memorized Invoices

Memorized invoices are created to minimize invoice entry for repeat monthly expenses. The invoice is created, and configured to be memorized. Then, monthly, a copy of that invoice is pulled into a Vendor Batch to be process.

Creating Memorized Invoices

Access the Invoice Receipt screen (the invoice entry screen) – follow instructions for Standard Invoice Entry.

In the header section, select Create memorized Invoice. Once selected, the two date fields will open for population. The **On Every** Date should be set to the day of the month the Memorized Invoices should be set to auto-create the bill. The **Until** date should be set to the end date of the Memorized Invoice.



After the Memorized Invoice settings are complete, finalize the invoice entry process, and save and close when finished.

Once the invoice configured to create the memorized invoices is posted, a memorized invoice is created for each month until the end date specified. The invoices will be listed on the Pending Memorized Invoices Screen. PLEASE NOTE: Memorized Invoices can only be deleted from this screen. They cannot be created or edited.

Deleting Memorized Invoices

To delete memorized Invoices, click on **Accounts Payable**, and then click, **Pending Memorized Invoices**.

Club Intelligence	Accounts Payable <
Accounts Payable	涉 Manage Vendors
	🔞 Quick Check
🔞 Events	🦈 Manage Purchase Orders
Employees	🦈 Manage Item Receipts
	📹 Manage Vendor Invoices
😁 General Ledger	🤿 Manage Credit Memos
	Pending Memorized Invoices
🏙 💕 🖻 🔹	🔞 Enter Vendor Invoices

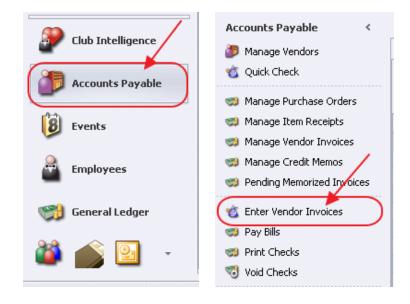
Select the Invoice to delete from the Invoice Grid by clicking on it (highlighting it), and then click, the **Delete** button.

Home New Edit Delete Export	2 Refresh Clear Filter Help		 All Words Any Word 	
Vendor	💌 ID 🔺 💌 Total	Next Bill Date	🔺 💌 Vendor Inv	oice ID 💌
Nike USA, Inc.	66	\$100.00	08/21/2016	0
Thor Guard, Inc	1073	\$100.00	08/31/2016	0
A Sure Bet	1071	\$5.00	09/01/2016	0
All Star Pro Golf Inc	1075	\$45.30	09/09/2016	0
Nike USA, Inc.	67	\$100.00	09/21/2016	0
Thor Guard, Inc	1074	\$100.00	09/30/2016	0
All Star Pro Golf Inc	1076	\$45.30	10/09/2016	0
Nike USA, Inc.	68	\$100.00	10/21/2016	0
All Star Provisió Inc	1077	445 30	11/09/2016	ñ

Retrieving Memorized Invoices for Processing

Memorized Invoices are created with a Next Bill Date, which is set based on the **On Every** day of the month entry during the creation of the initial invoice. When a Vendor Invoice Batch is created with a batch date on or after the next bill date of the Memorized Invoice, the system will prompt the user asking if they would like to process that memorized invoice.

To retrieve Memorized Invoices, click on **Accounts Payable**, and then, click **Pending Memorized Invoices**.



When the open batch screen appears, click **Quick Add**.

Search:		uick Add			
Batch Control Number	Transaction Date 🔹	Amount	Pested	Posted Date	Т
AP01320	08/15/2016	\$18.25			-
AP01319	08/15/2016				=
AP01317	08/15/2016				_
AP01315	08/15/2016	\$0.00			
AP01314	08/15/2016	\$0.00			
AP01313	08/15/2016				
AP01312	08/15/2016	(\$15.00)			
AP01311	08/15/2016				
AP01310	08/15/2016				
AP01318	08/15/2016	\$3.25			
AP01309	08/12/2016	\$350.00			
AP01302	08/11/2016	\$50.00			
AP01301	08/11/2016				
AP01300	08/11/2016				
AP01306	08/11/2016				
AP01298	08/03/2016				
AP01294	07/29/2016				
AP01287	07/28/2016				
AP01290	07/28/2016				

Then, select the **Batch Date** equal to or after the Next Bill date of the memorized Invoice.

Click Next.

A prompt will display stating how many memorized invoices are available for that batch date, and would you like to add them to your batch. Clicking, **Yes** will add the memorized invoices to the batch. Clicking, **No** will not add the memorized invoices to the batch. When selecting **No**, the user will continue to receive the prompt each time a new vendor invoice batch is created or until the memorized invoice is deleted.

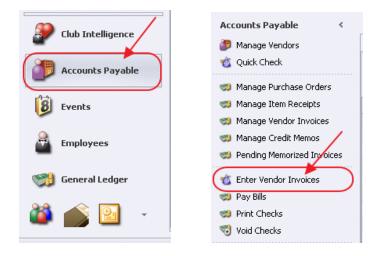
💀 Vendor Invoice Wizard	B	23	
Vendor Invoice Wizard			
Step 1: Select Vendor Invoice Batch			
AP01321			
Step 2: Select Batch Date			
10/31/2016			
Add Memorized Invoices?			
8 Memorized invoice entries are available for this batch date. Would you like to a	dd the	m to you	ur batch?
Yes		Ç	2
Cancel Back	Next		

NOTE: Memorized invoices added to a batch by accident can be deleted out of the batch, and the system will prompt the user again to add them when the next vendor invoice batch is created that matched the next bill date.

Editing an Invoice

The Vendor Invoice can be edited until the Vendor Invoice Batch has been posted. Once the Vendor Invoice Batch has been posted all corrections related to the general ledger posting would need to be corrected using either negative invoices, or journal entries.

To Edit an Invoice, click Accounts Payable, and select Enter Vendor Invoices.



From the batch lookup window, double-click on the batch the invoice is in to open it.

🖳 Lookup Value						= X3
Search:	7	🖗 Qu	uick Add			
Batch Control Number	Transaction Date	•	Amount	Posted	Posted Date	
AP01322		10/31/2016				
AP01321		10/31/2016				=
AP01320		08/15/2016	\$18.25			
AP01319		08/15/2016				
AP01317		08/15/2016				
AP01315		08/15/2016	\$0.00			
AP01314		08/15/2016	\$0.00			
AP01313		08/15/2016				
AP01312		08/15/2016	(\$15.00)			
AP01311		08/15/2016				
AP01310		08/15/2016				
AP01318		08/15/2016	\$3.25			
AP01309		08/12/2016	\$350.00			>
AP01302		08/11/2016	\$50.00			
AP01301		08/11/2016				
AP01300		08/11/2016				
AP01306		08/11/2016				
AP01298		08/03/2016				
AP01294		07/29/2016				

Batch number and date will auto-populate. Click, **Next** to continue.

🖳 Vendor Invoice Wizard	Ð	23
Vendor Invoice Wizard		
Step 1: Select Vendor Invoice Batch		
AP01309		
Step 2: Select Batch Date		
8/12/2016		
		_
Cancel Back	Next	

The **Vendor Invoice Wizard** screen will appear, and will display all invoices in the batch. Double click on the invoice to open it.

😫 Vendor Invoice W	izard			8	23
	Vendor In	voice Wizard			
Step 2: Add New Ve	ndor Invoices				
Invoice Number	Vendor	Invoice Date	Amount Due		
23565454	Allied Electrical Contrac	8/12/2016 \$350.00		>	
					•
Cancel	Memorized Import M/D	Import Flat	Back	Finish	1

Vendor Invoice screen will appear. Edit invoice, and when complete, click **Save and Close**.

Vendor Invoice (Unp.	aid)						53
Vendor:	Allied Electrical Contractors		Find Item Receipts	Invoice Number:	23565454	1	
Vendor Address:	533 Hayward Ave N Suite 150 Oakdale, NC 55128)		Terms:	NET30		9
	Phone: 6517703124			Invoice Date:	8/12/201	6	-
				Due Date:	9/11/201	6	•
Tax Form:	1099-MISC	•	Tax Form Box Overrides	Invoice Amount:		\$350	.00
-	Create Memorized Invoice				🔲 On Hole	d	
On Every	🚽 day of t	ne month until	8/15/2016 🔄		🔲 Prepaio	ł	
Type Nam	ie	Description		△ Quantity Am	ount	Total	DE
141 Accou	-00 Inventory - Gas	Allied Electrical (Contractors	1	\$350.00	\$350.00	
*							M
-							
-							
-							
					Total:	\$3	50.00
Contact:	(None)	Q	Memo:		- ·	+-	

Proceed as previously demonstrated.

Deleting an Invoice

Once the Vendor Invoice Batch has been posted, all corrections related to the general ledger posting would need to be made using either negative invoices, or journal entries.

To Delete an Invoice, click Accounts Payable, and select Enter Vendor Invoices.



The Open Vendor Invoice Batch screen will load.

Click the batch the invoice is in to select.

🔛 Lookup Value						B 23
Search:	4	🕀 Q	uick Add			
Batch Control Number	Transaction Date	•	Amount	Posted	Posted Date	
AP01322	10	/31/2016				-
AP01321	10	/31/2016				=
AP01320	30	/15/2016	\$18.25			
AP01319	08	/15/2016				
AP01317	30	/15/2016				
AP01315	30	/15/2016	\$0.00			
AP01314	30	/15/2016	\$0.00			
AP01313	30	/15/2016				
AP01312	08	/15/2016	(\$15.00)			
AP01311	08	/15/2016				
AP01310	08	/15/2016				
AP01318	08	/15/2016	\$3.25			
AP01309	08	/12/2016	\$350.00			>
AP01302	30	/11/2016	\$50.00			
AP01301	30	/11/2016				
AP01300	30	/11/2016				
AP01306	08	/11/2016				
AP01298	30	/03/2016				
AP01294	07	/29/2016				

Batch number and date will auto-populate. Click, Next to continue.

😸 Vendor Invoice Wizard	B	23
Vendor Invoice Wizard		
Step 1: Select Vendor Invoice Batch		
4P01309		
Step 2: Select Batch Date		
8/12/2016		
Cancel	k Next	

The **Vendor Invoice Wizard** screen will load listing all invoices in the batch. Click on the invoice to select, and then, click the Green Minus sign to delete the invoice.

	Vendor Inv	oice Wizard		
Charles of Add Marriell				
Step 2: Add New V	andor Invoices			
Invoice Number	Vendor	Invoice Date	Amount Due	
23565454	Allied Electrical Contrac	8/12/2016	\$350.00	2
	X			
				¢
	(1)		_
			\sim	
			(2)	
			$\mathbf{\bigcirc}$	
Cancel	Memorized Import M/D	Import Flat	Back Fi	nish

Common Questions and Concerns

Can the Manage Vendor Invoices screen be used to reconcile A/P to the General Ledger?

The Manage Vendor Invoices screen does not include Credit Memos and therefore, cannot be used to reconcile A/P to the General Ledger.

Best Practices

Use Memorized Invoices to assist with repeat monthly expenses.